

Lochore Meadows Outdoor Education Centre

Course Application Form (One Per Course)



Name				Age (if under 16)	
Address					
Post Code		Email			
Tel No			Mobile		
We regularly take photos for publicity. If you DO NOT want us to use photo's please tick this box.					
Course Title					
Course Dates					
Course Fees (Cheques payable to Fife Council)					
Internal Recharge Code			Fifestyle No.		
Name & Tel No. of a person we can contact in an emergency:					
Name:			Tel No.		
			Mobile		
Please give clear details of any medical conditions, allergies or significant disabilities which may affect you during the activity, (e.g. asthma, angina – please indicate severity). If you are unsure about the relevance of a condition, please call and ask. (Disclosures will be treated in the strictest confidence and will enable us to meet your requirements).					
Past experience and any awards in chosen activity:					
Can you swim 25 metres?			Yes	No	
I have read and understand the booking conditions, including those on safety, cancellation and insurance. I am physically fit to undertake the chosen course. For Local Awards and Coaching Courses. I am aware of any pre-requisites for this course.					
Participants Signature <i>(Parent or Carer must sign if the applicant is under 16)</i>					Date

Fife Outdoor Leaders Training

If you wish to access a subsidised course fee or register for the Fife Outdoor Leaders Training Scheme you require a recommendation by a senior colleague e.g Head Teacher, Community Education Worker or Manager. This endorsement confirms you as a suitable candidate who may use the activity to benefit others in the context of your paid or voluntary work.

Name of signatory			Position		
Signature			Contact Tel:		

PLEASE RETURN FORM TO:

Outdoor Education Centre, Lochore Meadows Country Park, Crosshill, By Lochgelly, Fife KY5 8BA
Tel: 01592 583388 or email: info.outdoored@fife.gov.uk • www.fifedirect.org.uk/outdoorededucation

Booking Conditions

How to Book

1. Phone the Outdoor Education team on 01592 583388 or email info.outdoored@fife.gov.uk for course enquiries.
2. You can pay for your course over the phone with your credit or debit card, or at the O.E. Centre with cash or cheque (made out to Fife Council).
3. Once payment has been made you will receive a course booking form, please complete this and email or send it back to the Centre to confirm your booking.
4. Your booking will be confirmed in writing and course information sent out within 5 days of receiving your booking form.

Please note that bookings cannot be accepted without payment. If you are unsure of the suitability of the course, please contact the Outdoor Education Centre on 01592 583388 to ask for advice.

Paddle Nights, Sailability, Sail nights and On Board club – please book over the phone and pay on the day.

Who can take part?

Apart from age restrictions, courses are open to anyone subject to management approval. Employees of Fife Council and volunteers who would like the opportunity to take part in outdoor activities and who may use the activity to benefit others in the context of their work, may access some training courses at a reduced rate. Whenever possible we will make arrangements in terms of access and instruction for those with additional support needs provided we know in advance of the visit.

Cancellations by the Customer

Changes or cancellations by the customer will be confirmed by email. Refunds will only be given if we can fill the vacancy, so applicants are advised to arrange cancellation insurance.

Cancellations by Lochore Meadows

Whilst every attempt is made to ensure that courses run, occasionally we may need to cancel courses due to dangerous or unsuitable conditions. We will endeavour to give as much notice as possible. Occasionally courses may fail to reach a feasible minimum number. In these circumstances we will ensure you receive at least 5 days notice.

In the event of cancellation by us for the above reasons, you will be offered either a full refund or an alternative date for the course.

Safety

All courses will be conducted in accordance with Fife Council guidance for outdoor activities and excursions.

All adventure activities carry an element of risk and by choosing to do an activity you (or your carer) accept this risk. If you're taking part in a watersport you may get wet and cold, as a mountain biker you may fall off. Minor cuts and bruises are not uncommon. You will also be out in the changeable Scottish weather.

Participants should have an appropriate level of fitness and be suitably experienced. Please ensure that any medical condition that the staff should be aware of is stated in the booking form. If in doubt, please check with your doctor.

You will be encouraged to participate fully in the course but the degree of challenge is yours to choose. You will be expected however, to comply stringently with our safety guidelines and procedures.

All Courses are run by competent staff to standards approved by the Adventure Activities Licensing Authority. Courses are designed to provide safe, challenging and enjoyable learning. All technical equipment can be provided.

Insurance

All activities are covered by Fife Councils Public Liability Insurance. This does not include personal accident or belongings insurance. Participants should arrange their own insurance cover as necessary.

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